

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY  
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Borough of Merchantville solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Mayor and Borough Council, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk no later than 12:00 PM Thursday, December 13, 2012. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or his representative. Responses will be reviewed by the Mayor and Borough Council. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2013 and subject to the execution of an appropriate contract.

**MUNICIPAL ATTORNEY.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Borough of Merchantville should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal governments or municipal authorities. Representation of a municipal government created under the Walsh Act should be addressed.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

**MUNICIPAL BOND COUNSEL.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint an attorney or firm who will be the primary legal representative of the Borough in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Borough. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Borough of Merchantville should be addressed.

**MANDATORY MINIMUM REQUIREMENTS.**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Bond Counsel.

**MUNICIPAL AUDITORS.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough of Merchantville. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Merchantville should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment

3. Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey and must describe any special services available to municipal clients.
5. Must list all past and present municipal clients.

### **SPECIAL COUNSEL**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Borough of Merchantville in litigation matters in which the Municipal Attorney recommends to the Commissioners that it would be appropriate to utilize the services of Special Counsel to represent the Borough of Merchantville. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of municipal governments in litigation actions. Any experience or knowledge of matters directly affecting the Borough of Merchantville should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years experience representing defendants in general litigation actions.
3. Must have a minimum of five (5) years experience in representing municipal governments as defendants in actions before the Superior Court of New Jersey and must list past and present public entities represented in actions before the Superior Court of New Jersey.
4. Must maintain a bona fide office in the State of New Jersey.

## **CONSULTING ENGINEERS**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Merchantville should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Merchantville including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction Clerks.
5. Must maintain a principal office location in close proximity to Merchantville so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications and must have project managers with at least fifteen (15) years of municipal experience.
7. Must list past and present municipalities served as Consulting Engineer.

## **INSURANCE BROKER OF RECORD.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the Borough of Merchantville including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Borough of Merchantville should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Borough of Merchantville.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Borough.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
7. Must list past and present municipal entities served as Insurance Broker.

**BROKER OF RECORD FOR EMPLOYEE BENEFIT PROGRAM.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a broker of record for its employee benefit programs (such as health, dental, prescription and vision programs). Applicants should demonstrate knowledge and experience in the placement of insurance and alternative benefit programs on behalf of municipal entities with particular experience in areas of cost containment. Any specific experience or knowledge of matters affecting the Borough of Merchantville should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years experience representing New Jersey municipal governments as an employee benefit program broker. Must demonstrate the ability to handle all employee benefit programs required by the Borough of Merchantville.
3. Must have access to various competitive insurance products.
4. Must be able to provide consulting services relative to cost containment and alternative products available to municipal governments for employee benefit programs.

5. Must list past and present municipal entities served as Employee Benefit Program Broker.

### **TITLE COMPANY.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a title company or title companies to perform title examinations and to place title insurance when required on behalf of the Borough of Merchantville. Applicants should demonstrate particular knowledge of title issues as it relating to riparian grants and other issues relating to the purchase and development of land along public waterways. Any experience or knowledge of matters directly affecting the Borough of Merchantville should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed as a New Jersey title producer for a minimum of ten (10) years prior to appointment.
2. Must be authorized to act as agent for an A Best rated title insurance company.
3. Must maintain an office in Camden County, New Jersey.
4. Must demonstrate familiarity with South Jersey closing practices.
5. Must have sufficient access to title examiners, underwriters and other professionals necessary for the performance of all services required by the Borough of Merchantville.

### **BOROUGH APPRAISER.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint an appraiser who will provide general appraisal services as required by the Borough of Merchantville. Applicant should demonstrate experience and knowledge of the field of appraisal, particularly as it relates to municipal tax appeals and condemnation issues. Any experience or knowledge of matters directly affecting the Borough of Merchantville should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Applicants must be MAI and SRA appraisers qualified as such for a period of not less than ten (10) years prior to appointment.

2. Must have a minimum of fifteen (15) years experience appraising real property within the County of Camden.

3. Must have a minimum ten (10) years experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters on behalf of municipal entities.

4. Must list all past and present municipal clients.

### **MUNICIPAL PLANNER.**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a municipal planner for the purposes of reviewing the Borough Master Plan and Borough's requirements under the rules and regulations promulgated by the State of New Jersey, Council on Affordable Housing (COAH). Applicants should demonstrate knowledge of general New Jersey municipal land use law and specific knowledge as to the creation and revisions to municipal master plans and municipal requirements under COAH. Any experience or knowledge of matters directly affecting the Borough of Merchantville should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Applicants must be licensed and/or certified, if required by the State of New Jersey, to provide professional planning services in the State of New Jersey.

2. Must have a minimum five (5) years experience in providing service to New Jersey municipalities in the review of their Master Plan and requirements under the rules and regulations promulgated by the State of New Jersey, Council on Affordable Housing (COAH).

3. Must list all past and present municipal clients.

### **HISTORIC PRESERVATION ARCHITECT**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a historic preservation architect to assist in the repair/restoration/renovation of municipally owned buildings in the Borough that may have historic significance. Applicants should demonstrate a general knowledge of architecture and a specific knowledge as to historic preservation architecture in New Jersey, as well as experience in the application for and securing of grants from any governmental and/or non-governmental source for historic preservation projects. Any

experience or knowledge of matters directly affecting the Borough of Merchantville should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice architecture in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment.
2. Must list past and present municipal or government authorities represented.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff available to provide all general architectural services as required by the Borough including, but not limited to, the application for and securing of grants from any governmental and/or non-governmental source for historic preservation projects.

**CONSULTING ENVIRONMENTAL ENGINEERS**

**GENERAL CRITERIA:** The Borough of Merchantville desires to appoint a firm or firms to provide consulting environmental engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Merchantville should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey, and must have a minimum of ten (10) years experience in providing consulting environmental services to municipalities.
2. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to redevelopment, NJDEP permits and Brownfield sites preferred.
3. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Merchantville including, but not limited to, environmental engineers and scientists.
4. Must maintain a principal office location in close proximity to Merchantville so as to be able to respond to emergent matters promptly.
5. Must list past and present municipalities served as Consulting environmental Engineer.



